



City of Austin - JOB DESCRIPTION



Audit Investigator I

FLSA:	Standard/Exempt	EEO Category:	(50) Para-Prof
Class Code:	11027	Salary Grade:	AG6
Approved:	December 07, 2001	Last Revised:	February 14, 2008

Purpose:

The Office of the City Auditor is a City department that reports to the City Council and provides a menu of services including audits, investigations, and consulting projects. This position is in the City Auditor's Integrity Unit (CAIU) which performs projects designed to prevent, detect, and investigate fraud, waste, and abuse of City resources.

Duties, Functions and Responsibilities:

Essential duties and functions, pursuant to the Americans with Disabilities Act, may include the following. Other related duties may be assigned.

1. Identify, collect, and analyze qualitative and quantitative data from a variety of sources to extract fact-based information that is significant to the project.
2. Conduct interviews and meetings designed to elicit useful, relevant, and reliable information for fraud investigation, detection, and control projects.
3. Document information and conclusions in an organized, timely, and useful manner.
4. Evaluate facts, employ sound deductive reasoning to draw and support appropriate conclusions, and make constructive recommendations.
5. Conduct research on subject matters related to the project.
6. Provide clear, concise, and accurate summaries and reports (verbal and written) containing project results to internal and external stakeholders including department management, City council members, and prosecutors.
7. Prepare and obtain signed, sworn statements.
8. Provide testimony in administrative, civil, or criminal hearings.
9. Demonstrate increasing mastery of fraud examination principles, internal controls auditing, and fraud detection methodologies.

Responsibilities - Supervisor and/or Leadership Exercised:

- Possess and maintain the highest standards of conduct, honesty, and loyalty in both official and personal matters.
- This position is not responsible for supervising.

Knowledge, Skills, and Abilities:

Must possess required knowledge, skills, abilities and experience and be able to explain and demonstrate, with or without reasonable accommodations, that the essential functions of the job can be performed.

- Ability to learn theories, principles, and practices of investigation and internal control as well as the ability to apply such knowledge to integrity investigation, detection, and control projects involving government activities and resources.
- Ability to learn and adhere to appropriate professional standards, including the President's Commission on Integrity and Ethics Quality Standards for Investigations and the Government Auditing Standards.
- Ability to learn and apply applicable laws, rules, and regulations, including the U.S. Constitution, the U.S. Federal Rules of Evidence, the Federal Rules of Criminal Procedure, Texas State Criminal Codes, the Austin City Charter and Code of Ordinances, as well as other pertinent statutes, such as the Privacy, Freedom of Information, and Whistleblower Protection Acts.
- Ability to master steep learning curves regarding government organizations, programs, activities, functions, and, where applicable, their interrelations with the private and not-for-profit sectors.
- Ability to identify, obtain and analyze information from a variety of sources, evaluate facts, and employ sound deductive reasoning to draw appropriate conclusions, and where appropriate, make constructive recommendations.
- Ability to demonstrate continuous learning and growth by developing a new skill or pursuing a professional certification.
- Ability to compile information and create and deliver clear, concise, deductive, and fact-based summaries of project results, both orally and in writing.
- Skill in completing assigned duties and functions in a timely and effective manner.
- Skill in working with others to achieve a project goals and objectives.

Minimum Qualifications:

- Graduation from an accredited four-year college or university.

Licenses and Certifications Required:

None.

This description is intended to indicate the kinds of tasks and levels of work difficulty required of the position given this title and shall not be construed as declaring what the specific duties and responsibilities of any particular position shall be. It is not intended to limit or in any way modify the right of management to assign, direct and control the work of employees under supervision. The listing of duties and responsibilities shall not be held to exclude other duties not mentioned that are of similar kind or level of difficulty.